

**OFFICE OF ADMISSIONS
WESTERN KENTUCKY UNIVERSITY
BOWLING GREEN, KENTUCKY 42101-3576, USA**



INTERNATIONAL UNDERGRADUATE STUDENT CHECKLIST

INFORMATION FOR PROSPECTIVE APPLICANTS: Western Kentucky University (WKU) is a coeducational state-supported university with an enrollment of about 15,000 students. The University is located in Bowling Green, a city of approximately 50,000, in south central Kentucky about 110 miles south of Louisville, Kentucky and approximately 70 miles north of Nashville, TN. Temperatures in summer months like July range from 20 C to 31.3 C and in winter months like January temperatures range from -2.8 C to 4.7 C. WKU has five undergraduate colleges, four of which also offer graduate programs.

Applicants who want to enter a graduate program may obtain the appropriate application by writing: Graduate Studies, Western Kentucky University, Bowling Green, KY 42101, USA. The number of international applicants admitted to WKU is limited; therefore, applications will be reviewed on a competitive basis. Submission of all required credentials does not guarantee admission.

APPLICATION DEADLINES: International students are urged to apply before APRIL 1 for the fall semester, before SEPTEMBER 1 for the spring semester or before JANUARY 1 for the summer session.

APPLICATION PROCEDURE: Please read and follow these instructions carefully.

ALL APPLICANTS MUST:

1. Complete application for admission. Please print in ink or type all responses except signature. An incomplete or illegible application cannot be considered.
2. List on the application for admission a specific major and reference number chosen from the attached list of majors. Enrollment in some majors is limited by additional selection criteria and applicants not meeting such selective requirements may not be accepted.
3. Enclose a check for \$35 (U.S.) for the application fee. Applications received without the fee will not be processed.
4. Arrange for WKU to receive official or certified copies of your academic records throughout your attendance at secondary school, college and university. Records also should include certified copies of any matriculation results, diplomas and degrees. Unofficial photocopies are not acceptable. Beginning with the spring 2002 semester, all students must also provide a World Education Service evaluation of academic credentials. Any student receiving transfer credit must provide a course-by-course evaluation. Any student entering WKU as a beginning freshman with no possibility of transfer credit may provide a document-by-document evaluation. An application may be obtained via the internet at www.wes.org. An application may be received by mail by writing: World Education Services, Inc., P. O. Box 745, Old Chelsea Station, New York, NY 10113-0745.
5. Provide evidence of English proficiency by **ONE** of the following:
 - a. Test of English as a Foreign Language (TOEFL) official score report received directly from test service. A paper test score of at least 525 is required, or a computer test score of at least 197. Do not send your copy of TOEFL score report. TOEFL information may be available at an educational commission or bi-national center in your country or you may write to TOEFL, Box 6154, Princeton, NJ 08541-6154, USA. It will be to your advantage to take the test early in the application process.
 - b. Satisfactory completion of an English as a Second Language School in the United States evidenced by a transcript or diploma and the applicant's result on an appropriate evaluation instrument, such as the institutional TOEFL. Students entering WKU/ESLI program **MUST** successfully complete the entire program prior to being eligible for University unconditional admission.
 - c. Satisfactory completion of one year of English composition at a regionally accredited college or university in the United States.

- d. American College Test (ACT) official score report. For a list of test centers in your country, contact your local secondary school or write to ACT Registration, P O Box 414, Iowa City, IA 52243, USA.
 - e. Scholastic Aptitude Test (SAT) official score report. For a list of test centers write to SAT Program, P O Box 6200, Princeton, NJ 08541-6200, USA.
6. Submit a completed Financial Certificate with signature of your financial sponsor and a bank official. **Photocopies of bank documents are not acceptable.**
 7. Complete and submit the enclosed International Student Questionnaire.

TRANSFER STUDENTS FROM COLLEGES/UNIVERSITIES IN THE UNITED STATES: An international student may be considered for transfer to WKU provided prior approval has been granted by immigration authorities. The international student advisor at your current school will have information regarding transfer procedures. You should talk with the advisor before leaving your current school. In addition to the documents required of all applicants, transfer students from American institutions should arrange for an officer, such as the international student advisor, of the last American school attended to complete a Personal Inventory and Release Form. This form will be sent to transfer students by Western when the application for admission is received. Copies of your current visa and I-94 forms also are required.

REQUIREMENTS FOLLOWING ADMISSION: Your admission includes the following requirements which you must complete when you enroll: (1) Take an English examination which will be given during the International Student Orientation Program; (2) Take the recommended English course(s) during your first semester at WKU; and (3) Purchase health insurance each semester at WKU. Failure to meet any of these requirements will be reason to terminate your enrollment.

COSTS: Single students will need approximately U.S. \$21,000 to cover expenses for one school year (nine months) and approximately U.S. \$6,500 for summer costs. These estimates are based upon current fees, which may change in future years. Students who plan to live off campus and/or plan to bring family members with them will need a proportionately larger amount.

FINANCIAL AID: WKU has NO financial assistance to offer to undergraduate international students. The student must be fully sponsored or have enough personal funds for all educational and living expenses. Immigration regulations prohibit off-campus employment for international students. Transfer of funds from the home country to the United States should be arranged with one of the local banks listed on the financial certificate. You should become well aware of your country's foreign exchange procedures prior to leaving. Often funds can take up to three months to arrive in the U.S. Escrowed funds may be sent to the WKU Department of Student Financial Aid. Do not send any funds to the Office of Admissions.

HOUSING: WKU has residence hall accommodations for unmarried students. Reservations for housing on campus should be made far in advance of the expected date for reporting to the campus. Write directly to the Housing Office for reservation information.

VISA INFORMATION: If an applicant is admitted and all requirements have been met, the applicant will be issued an I-20 (Certificate of Eligibility for nonimmigrant "F-1" student status). An I-20 will not be issued: (1) before all requirements are met; (2) to take the TOEFL in the United States; or (3) to attend an English as a Second Language School. The I-20 will include the semester for which you are admitted and the date you must be here. Failure to arrive on time for the semester for which you are admitted will cause cancellation of your admission. A student entering the United States must present the Form I-20 to the Immigration Inspector at the port of entry.

It is the student's responsibility to be aware of the regulations and limitations of his or her visa status. If you plan to enter WKU, you should wait for the I-20 from WKU before leaving the home country. Entering the United States with an I-20 from another college or university means the United States Immigration Service will require you to attend the college or university that issued the I-20.

INTERNATIONAL STUDENT ADVISOR: The International Student Advisor is the primary contact person for international students. Assistance is provided regarding orientation, immigration and visa matters, housing, finances, and personal and social concerns. You should contact the Coordinator of International Students & Scholar Services as soon after arrival as possible. The office is in the International Center on State Street. The telephone number is (270) 745-4857. The email address is opi@wku.edu, or look on-line at <http://www.wku.edu/Dept/Support/AcadAffairs/International/>